

Department of Early Learning

10.1.8

Monitoring Visits Procedure

1. The licensor must use form DEL 10.9.4.4 (Family Home Monitoring Checklist), 10.9.5.5 (Child Care Center Monitoring Checklist) or 10.9.5.6 (School-Age Monitoring Checklist) during a monitoring site visit to record compliance with Washington Administrative Code (WAC).
2. All monitoring site visits must be unannounced.
3. A site visit must be recorded as a “monitoring visit.” In addition, a monitoring or full checklist must be completed.
4. A family home child care monitoring site visit must occur within eighteen months of the start of the three year licensing period. For example, if the last monitoring visit occurred on January 1, 2008, the next monitoring visit must occur on or before July 1, 2009.
5. A child care center monitoring site visit must occur yearly from the start of the three year licensing period. For example, if the last monitoring visit occurred on January 1, 2008, the next monitoring visit must occur on or before January 1, 2009.
6. The licensor will fill in the monitoring visit checklist to include the basic information of the licensed facility and the details of the inspection.
7. Children’s names or other identifying information must not be recorded on the monitoring checklist. Children must only be identified only as Child #1, Child #2, etc.
8. Employee’s first and last names must be recorded on the monitoring checklist. See “Background Check 10.5.1” procedure for more information on matching the facility’s employee information with the information located at the DEL background check website.
9. The licensor and licensee will complete a compliance agreement to address any violation of Washington Administrative Code (WAC) or Revised Code of Washington (RCW). Licensees are encouraged to write comments on the compliance agreement form, and may request a supervisory review by checking the appropriate box if they do not agree with the agreement. See “Compliance Agreement 10.1.3” procedure for more information.
10. The licensor must document the monitoring site visit in CAMIS/FAMLINK within ten (10) working days, unless:
 - a. The licensor discovers WAC violations that require the completion of a compliance agreement. See “Compliance Agreement 10.1.3” policy and procedure for more information.
 - b. The licensor discovers possible child abuse and neglect issues in the facility that requires notification of the Division of Licensed Resources and Child Protective Services (DLR/CPS). See “Complaint Inspection 10.3.1” policy and procedure and the Service Level Agreement (Attachment 00661-00228) between DEL and DSHS for more information.
 - c. The licensor discovers significant health and safety issues in the facility that requires notification of DLR/CPS for a possible licensing only complaint inspection. See “Complaint Inspection 10.3.1” policy and procedure for more information.